



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	ADMINISTRATIVE ASSISTANT
Posting Number	PN# 103404
Department	HUMAN RESOURCES DEPARTMENT
Division	TEMPORARY SERVICES
Section	TEMPORARY SERVICES
Reporting Location	611 WALKER, 4 TH FLOOR
Workdays & Hours	M - F, 8 a.m. - 5 p.m.

**Subject to change*

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Performs varied organization and administrative support functions for the Temporary Services Program. Coordinates the intake of temporary services requests from customer departments citywide, job placements/replacements/terminations, fiscal year-end, annual contract closeout processes, monthly reconciliation, and production activities. Assist in the research, development and implementation of the Temporary Services operational policies and procedures including interpreting and implementing basic rules in the day-to-day operations. Responds to written and telephone inquires, initiates and reviews problem resolutions and adequately documents the same for future reference. Drafts correspondence, reports and other documents. Performs other duties as requested including handling material and information of a sensitive nature.

WORKING CONDITIONS

This position is physically comfortable and the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business Administration, Liberal Arts, or related field.

MINIMUM EXPERIENCE REQUIREMENTS

One year of administrative experience is required. Professional administrative experience may be substituted for the education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

None

PREFERENCES

Excellent PC skills/experience with Microsoft Excel and Access. Strong database skills/experience are required. Accounts payables and City's Advantage Financial System experience. Strong organizational, oral and written communication skills. The ability to work well with others as a team member and provide high quality customer service.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION ☐ Yes ☒ No

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

<u>Salary Range - Pay Grade 17</u>	
\$963.00 - \$1,306.00 Biweekly	\$25,038.00 - \$33,956.00 Annually

OPENING DATE March 2, 2005

CLOSING DATE Open Until Filled

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 am. and 4:30 p.m. at 611 Walker, 1st Level. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD phone number is (713) 837-9496.

An equal opportunity employer